

T-PAX TRAVEL CHECKLIST

Checklist for Post-Travel Pre-Payment Approval

The following list provides items that should be reviewed by the authorizing official in the pre-payment stage of a temporary duty (TDY) claim and are based on requirements contained in the Joint Travel Regulations (JTR) or Joint Federal Travel Regulations (JFTR), Appendix O.

Please verify the following are correct, attached, completed, or available upon request

- ☐ Verify TONO, Fund Type, and lines of accounting (LOA) are accurate IAW funds manager.
- ☐ Copy of Authorization & amendments with accurate TONO and LOA on each, signed by AO, ensuring entitlements are clearly explained and whether transportation was purchased through GTA account, individual account or centrally billed account (CBA).
- ☐ Compare claim to authorizations to ensure accuracy of claim and all expenses are authorized.
- ☐ Verify advance is annotated for liquidation if an advance was issued
- ☐ Itinerary portion of trip recorded properly and contains all required and supporting information for settlement and payment.
- ☐ If local travel mileage is included in itinerary, ensure Local travel box is checked.
- ☐ Confirm non-availability of Government facilities for commercial lodging if government lodging was authorized.
- ☐ Valid lodging receipt or traveler's written lost receipt statement as to why one was not furnished.
- ☐ Ensure that the lodging receipt or lost receipt statement is itemized and includes single room rate, daily taxes, dates of lodging, and name and address of hotel.
- ☐ Valid receipts for reimbursable expenses of \$75 or more and any mandatory receipts to include conference fees, registration fees. Information on whether meals were included in cost of these fees. If receipts are unavailable, obtain a written detailed lost receipt statement from the traveler as to why they were not furnished.
- ☐ Ensure member used CTO for travel arrangements and used the YCA fare or sufficiently explain deviation from either.
- ☐ Verify accuracy of payment for the following items:
 - ☐ Lodging
 - ☐ Mileage
 - ☐ Airfare
 - ☐ M&IE
 - ☐ AE/SAE/AELP/SAELP
 - ☐ Reimbursable items
 - ☐ ATM surcharges
 - ☐ Other expenditures (please specify)
- ☐ Utilize remarks to explain any miscellaneous discrepancies
- ☐ If claim is electronic
 - ☐ verify daily expenses
 - ☐ verify calculations tab for reimbursable amounts
 - ☐ verify use of split disbursement on financial tab when applicable
 - ☐ verify line of accounting and total entitlement amount on financial tab
- ☐ Verify if charges were placed to a government IBA; if so, ensure split disbursement is being used as required.
- ☐ Authorizing Official's (AO) signature on claim for authorization of TDY, arrangements, and obligations of funds to pay for the trip.
- ☐ AO must remind traveler that all documents should be maintained for a minimum of 6 years 3 months for verification/audit when and if requested.

UTS AO

AO Reference Guide

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Further Assistance

Resources below are available at the HRSIC
 Website: www.uscg.mil/ppc/tvl.asp
AO Designation Form (CG PSC 7421)
TPAX User Guide - Full volume guide to TPAX

Email UTS Support:

AO View Mode

At UTS login screen, enter your **Employee ID** and press **Enter**. Enter your **password** at the prompt and press **Enter**.

Note: For FIRST-TIME login and for basic user information (i.e., Navigating), see the **TPAX Quick Reference Guide** (for travelers).

If the **AO** designation is assigned in your profile, the first screen you see after login is the **TPAX Requests Requiring Action (RRA)** screen.

Name	TONO	Type of Request	Start Date	End Date	Category	Request ID
BUTTER, JO	1101289734440000	Settlement	08/01/2001	08/01/2001	TDY	23935
STEVE, KY	11012813YS225000	Authorization	10/01/2001	10/10/2001	TDY	24062
STEVE, KY	110189165N178000	Advance	10/15/2001	10/20/2001	TDY	24065

The **RRA** screen is accessed only by those personnel whom are designated to approve UTS transactions. **AO's** shall **ONLY** approve TDY transactions for travelers within their administrative area of responsibility (see Section 2-B of 3-PM for specific **AO** role & responsibility and other UTS-related policy and procedures).

Note: To gain **AO** designation, a command-approved designation form (CG HRSIC Form 7421) must be submitted to PPC-TVL. See <http://www.uscg.mil/ppc/tvl.asp> for the most recent version of the form. The command-approved form should be FAX'ed to (785) 339-3774.

At the **Requests Requiring Action** screen, TPAX travel transactions pending your review will appear (see screen above). It is recommended, where possible, that the **AO** access this screen daily to review and either return or approve pending TPAX travel transactions.

Note: TPAX is currently being used **ONLY** for **TDY** travel transactions. Any **PCS** transactions should be deleted immediately. (See the "Delete Transactions" section of this guide.)

Types of UTS Transactions –

There are 3 types of TPAX travel transactions an **AO** can approve:

- Request for TDY Authorization (TDY Orders)
- Request for Advance
- Request for 1351-2 Settlement (TDY Travel Claim)

Name	TONO	Type of Request	Start Date	End Date	Category	Request ID
BUTTER, JO	1101289734440000	Settlement	08/01/2001	08/01/2001	TDY	23935
STEVE, KY	11012813YS225000	Authorization	10/01/2001	10/10/2001	TDY	24062
STEVE, KY	110189165N178000	Advance	10/15/2001	10/20/2001	TDY	24065

Opening a TPAX Transaction for Review –

There are 3 options to open a TPAX transaction:

- Select "Modify/View" from the "File" drop-down menu at the top, left-hand corner of the screen.
- Click to highlight the transaction; then click the "Modify/View" button.
- Double-click on the transaction.

Transaction Review

Reviewing a Request for 1351-2 Settlement -

These are identified as "Settlement" in the status screen and as "Request for TDY Settlement" when opened to modify/review.

Open the "Settlement" from the status screen. The "Request for TDY Settlement" screen will appear which shows the TDY order information necessary to complete the settlement. The **AO** must review the following for correctness:

- **TONO:** If the TONO is incorrect, the Request for Settlement **MUST** be deleted and a new request submitted with correct TONO. (See the "Delete Transactions" section of this guide.)
- **Type of Claim:** For first-time claim, the default is "Final". For a subsequent claim on the same TONO, the default should be "Supplemental".

Reviewing a Request for 1351-2 Settlement - cont'd

- Method of Payment: The default is "Direct Deposit". The option of "Cash" is not authorized.
- Amt Previously Advanced: Verify amount. The **AO** can enter/change an amount. DO NOT enter cents.
- Modify Acctng: TPAX validates the accounting string when the transaction is opened by the **AO**. If left blank or incorrect, the **AO** can enter or correct prior to approval by clicking on the "Modify Acctng" button. (See "Entering Accounting Data" in this guide.)

Note: For corrections, click on the applicable field and make the correction. To SAVE, press "Alt-S" or click on "Save" button.

When the TDY Order portion of the settlement is correct, **click** on the "View/Modify" button to open/review the claim information. The **AO** must review the following information for correctness:

- Itinerary
- Reimbursable Expenses
- Exceptions to Daily Expenses
- Occasional Expenses

Itinerary – This section records trip details for the authorized TDY. (See the **UTS Quick Reference Guide** for directions to complete the itinerary.) The **AO** shall verify the following prior to approving the "Settlement" for payment:

- Dates of TDY Travel
- TDY Location(s)
- Method of Lodging Reimbursement
- Type of Quarters
- Type of Messing
- Mileage (if claimed).

Note: For definitions of codes, use the HELP menu option.

Reimbursable Expenses – This section records itemized TDY expenses claimed by the traveler. The **AO** must review and enter the "Amount Approved" in the column for each item claimed.

Note: Ensure a "Date" is entered for each item and it is within the period of TDY authorized on the orders.

Note: UTS will not allow more than 30 items/lines of R/E's. When necessary to stay within this limit, traveler can combine expenses claimed for "taxi", "parking", etc. (When combined, DO NOT exceed total of \$75.00 or receipts will be required.)

Reviewing a Request for 1351-2 Settlement - cont'd

Exceptions To Daily Expenses – Click on this button to verify the breakdown of daily expenses. It should denote changes to daily lodging or meals during TDY period (i.e., deductible meals, proportional per diem).

Occasional Expenses – Click on this button to verify if traveler is claiming additional meal or lodging expenses (i.e., dual lodging).

Reviewing a Request for TDY Authorization -

These are identified as "Authorization" in the status screen and as "TDY Travel Request" when opened to modify/review. There are 3 sections that must be reviewed for correctness:

- TDY Top Section
- Itinerary
- Reimbursable Expenses

TDY Top Section – This includes basic TDY Order information.

- TONO: If the TONO is incorrect, the TDY Travel Request **MUST** be deleted and a new request submitted with the correct TONO. (See the "Delete Transactions" section of this guide.)
- Type of Order: For one-time order use "Normal". For various visits/revisits use "Blanket".
- Purpose: Choose applicable purpose of TDY trip(s).
- Funds Used: This will **ALWAYS** be "Coast Guard" unless; "The Yard" or "ARSC" is funding the orders. Contact the Funds Administrator/TONO issuing authority to verify.

- Covered From/To: This period **MUST** specify the **ENTIRE** period authorized by this TDY order.

Note: For blanket orders, ensure the period entered covers the **WHOLE** period of TDY.

Reviewing a Request for TDY Authorization - cont'd

- Mode of Travel: Check the appropriate box to designate the "Primary Mode of Travel". Also, check the box "Mode Directed" to indicate traveler is entitled to reimbursement for this mode ONLY.

Note: If "POV Authorized – Not to Exceed Cost of Government Transportation", the AO MUST calculate constructive cost limit and itemize with dollar amount in Reimbursable Expenses.

- Modify Acctng: UTS validates the accounting string as soon as the transaction is opened by the AO. If the accounting string is blank or incorrect, the AO can enter or correct prior to approval by clicking on the "Modify Acctng" button. (See "Entering Accounting Data" in this guide.)
- Remarks: Click on the "Remarks" button and a screen will appear to enter remarks. (See "Entering Remarks" in this guide.)

Itinerary – This section records trip details for the authorized TDY. (See the **TPAX Quick Reference Guide** for directions to complete the itinerary.)

Itinerary ☐ Variations Authorized?

Date	Location	Trans Reason	Method	Group?	Quarters	Messing	Lodging	POC Miles
08/22/2001	DEP Topeka ; KANSAS	PA						
08/22/2001	ARR Myrtle Beach ; SOUTH CAROLINA	TD	LDP	CQ	CM	\$119.00	2100	
09/01/2001	DEP Myrtle Beach ; SOUTH CAROLINA	PA						
09/01/2001	ARR Topeka ; KANSAS	MC	-	-	-	\$0.00	2100	

Delete leg Insert Leg

Reimbursable Expenses

Nature of Expense	Amount Proposed
REGISTRATION FEE	\$250.00

Insert Expense Delete Expense

Choose one of the expense types from the list, or type a description of your own.

Delete Travel Request Print Cancel Return

Reimbursable Expenses – This section lists specific expenses and amounts requested by the traveler for reimbursement. The AO can enter or change the expenses and amounts to be approved. (See the **TPAX Quick Reference Guide** for specific directions to complete the Reimbursable Expenses section.)

Tip: If there is no item in the drop down menu to match an expense; then the expense is not a reimbursable expense item. Only use items provided in the drop-down menu.

Note: To SAVE, press "Alt-R" or click on "Return" button. The form will be saved and UTS will return to the UTS Requests Requiring Action screen.

Reviewing a Request for Advance -

When open, there are 3 fields to verify for correctness:

- TONO
- Accounting String
- Amount of Advance

TONO – If the TONO is incorrect, the Request for Advance MUST be deleted and a new request submitted with the correct TONO. (See the "Delete Transactions" section of this guide.)

Reviewing a Request for Advance – cont'd

Amount of Advance – If the amount of advance requested is incorrect, the Request for Advance can either be corrected by the AO, or returned to the **Traveler** for correction. (See the "Returning TPAX Transactions" section of this guide.)

Request for Advance

STEVE, KYLO A Request for TDY Advance 110189165N178000

Request

Amount: \$500.00 Method of Payment: DIRECTDEPOSIT Status: **Await Apv**

Accounting Classification:

a/c	r/d	appr	limit	alt	alc	prgelem	cstacct	obj
2	3	101	132	30	0	YS	34303	2109

Modify Acctng

Remarks

Enter the Amount requested for this Advance

Delete Request Print Request Cancel Changes Send To ... Save

Method of Payment – The default is "Direct Deposit". The option of "Cash" is not authorized.

Note: For corrections, click on the applicable field and make the correction. To SAVE, press "Alt-S" or click on "Save" button.

Reviewing a Request for Local 1164 Settlement -

Local Travel is claimed on **Standard From 1164** and under this circumstance, no per diem is payable.

- TONO: If the TONO is incorrect, the Local 1164 MUST be deleted and a new request submitted with the correct TONO. (See the "Delete Transactions" section of this guide.)
- Type of Claim: For first-time claim, the default is "Final". For a subsequent claim on the same TONO, the default should be "Supplemental".
- Funds Used: This will **ALWAYS** be "Coast Guard" unless; "The Yard" or "ARSC" is funding the orders. Contact the Funds Administrator/TONO issuing authority to verify.
- Method of Payment: The default is "Direct Deposit". The option of "Cash" is not authorized.

Local Travel - 1164

GLYNN, JAMES G Local Travel

TONO: Type of Claim: FINAL Method of Payment: DIRECTDEPOSIT

Funds Used: COASTGUARD

Local Expenses

Date	Type of Expense	Claimed	Location

Delete Expense Insert new Expense

Accounting Classification

a/c	r/d	appr	limit	alt	alc	prgelem	cstacct	obj
2					0			

Modify Acctng

Travel Order Number

Delete Remarks Print Cancel Send to AO Save

Note: For corrections, click on the applicable field and make the correction. To SAVE, press "Alt-S" or click on "Save" button.

AO Options -

Returning a Travel Transaction -

The **AO** will always have the option to return a travel transaction up until the time it is approved by the **AO**. Therefore, the **AO** shall ensure the transaction being approved is authorized, proper and correct.

The **AO** can return a travel transaction from any of the following screens:

- TAX Requests Requiring Action screen - Highlight the transaction to be returned and click on the "Return to Traveler" button. The "Return Request Remarks" screen will immediately appear. (See "Entering Remarks" section of this guide.)

Name	TONO	Type of Request	Start Date	End Date	Category	Request ID
RUTTER, JO	1101289734440000	Settlement	08/01/2001	08/01/2001	TDY	23935
RUTTER, JO	1102442TVTA19000	Settlement	10/15/2001	10/25/2001	TDY	24107
RUTTER, JO	1115546546540000	Authorization	10/31/2001	12/31/2001	TDY	24108
STEVEY, KY	11012813Y5225000	Authorization	10/01/2001	10/10/2001	TDY	24062
STEVEY, KY	1102422TFD118000	Advance	10/29/2001	11/10/2001	TDY	24105

- Request for TDY Advance screen - Click on the "Send To" button and select the "Return to Traveler" menu option. At the prompt asking to confirm the return (see below), select "Yes". The "Return Request Remarks" screen will immediately appear. (See "Entering Remarks" section of this guide.)

Send To: [Return to Traveler] [Approved]

- Request for TDY Authorization screen - Click on the "Send To" button and select the "Return to Traveler" menu option. The "Return Request Remarks" screen will immediately appear. (See "Entering Remarks" section of this guide.)
- Request for TDY Settlement screen - Click on the "Send To" button and select the "Return to Traveler" menu option. At the prompt asking to confirm the return (see below), select "Yes". The "Return Request Remarks" screen will immediately appear. (See "Entering Remarks" section of this guide.)

Return

Returning this Request to the Traveler?

[Yes] [No]

Approving a Travel Transaction -

The **AO** will have the authority to approve TDY travel transactions in TPAX. (See Page 2-B-12 of 3-PM for specific AO duties.)

The **AO** must open the travel transaction (see "Opening a TPAX Transaction for Review") and approve from any of the following screens:

- Request for TDY Advance screen - Click on the "Send To" button and select the "Approved" menu option.

Send To: [Return to Traveler] [Approved]

Approving a Travel Transaction — cont'd

- Request for TDY Authorization screen - Click on the "Send To" button and select the "Approved" menu option.
- Request for TDY Settlement screen - Click on the "Send To" button and select the "Approved" menu option.

When the "Approved" menu option is selected, the "Confirmation" screen will immediately appear to *authenticate* the transaction as being approved by the user. To confirm, enter the "Secondary Password" set in your user profile (see the **TPAX Quick Reference Guide** for further guidance).

Confirmation

Your CONFIRMATION approves this Advance of Funds Request for payment.

As approving official, you are verifying that this Advance is necessary and required for the traveler to conduct official travel and that it is properly charged against a valid Travel Order Number and accounting line.

WARNING

There are severe criminal and civil penalties for making or presenting a false, fictitious, or fraudulent claim under U.S. Code Title 18, Section 287; Title 32, Section 3729; and Title 10, Section 932 (UCMJ, Article 132).

Your confirmation here is the presenting of a claim.

Confirmation

[Redacted Password]

[Cancel] [Done]

Click the **Done** button or press **Enter** to approve the transaction.

Canceling a Travel Authorization -

The **AO** has the option to CANCEL orders for those travelers who have set him/her as the "default AO" in their user profile. (See the **TPAX Quick Reference Guide** for procedure travelers use to set the "default AO".)

Caution: The **AO** should **NEVER** attempt to cancel orders for which a "Request for TDY Settlement" or "Request for TDY Advance" has already been approved. When TDY orders are cancelled in UTS, ALL travel transactions associated with the TONO are deleted from the history.

At the "TPAX Requests Requiring Action" screen, click the "Orders" button.

Orders

- At the top of the next screen, those travelers who currently have you assigned as the "default AO" in their user profile will appear.

Select Traveler and Travel Order

File Help

Travelers Who Have Selected You as Their Default AO

Name
FERNANDEZ, MICHELLE A
HUGUENIN, GENE R
OBYRNE, FRED
RUTTER, JOHN C

Travel Orders

TONO	Start Date	End Date	Category	Issue Date	Issuer	Canceled
1101289734440000	08/01/2001	08/01/2001	TDY			
1115546546540000	10/31/2001	12/31/2001	TDY			
1102442TVTA19000	10/15/2001	10/25/2001	TDY	10/15/2001		
11111111111111000	10/01/2001	10/10/2001	TDY	10/01/2001		
1302666666660000	10/01/2001	09/30/2002	TDY	10/01/2001		

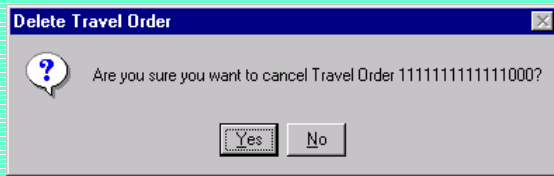
[Create New Order] [Modify/View] [Cancel Order]

Select the Traveler and associated Travel Order to be modified, viewed, or canceled by highlighting the Traveler and associated Travel Order and depressing the Modify/View button or the Cancel Order button. If the Travel Order is not listed, then depress the Create New Order button to create a new one.

[Return]

Canceling a TDY Travel Authorization - Cont'd

- Highlight the traveler who's TDY orders are to be cancelled and the TONO history of the traveler will appear in the block below.
- Next, highlight the TONO to be cancelled and click the "Cancel Order" button.
- Click "Yes" at the prompt, if this is the TONO to be cancelled.



- The selected Travel Order line will change to **RED** to show it has been cancelled.

Other AO Options -

Creating a TDY Travel Authorization -

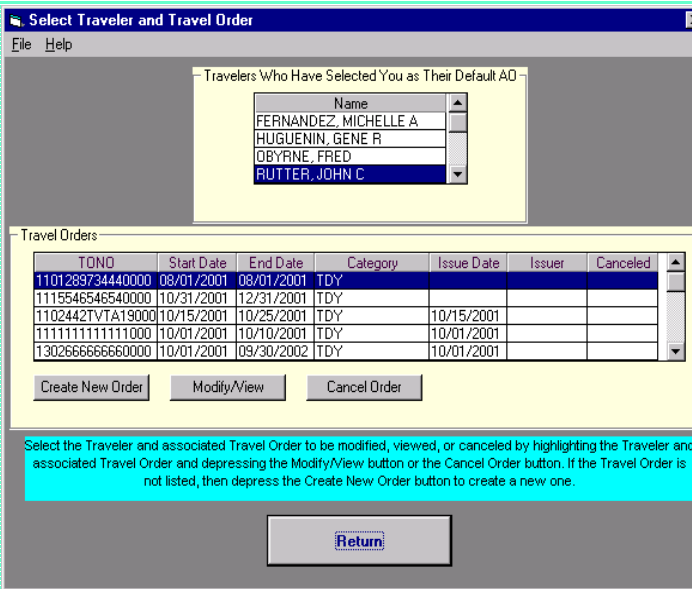
An **AO** may create TDY orders for traveler's who have him/her assigned as the "default AO" in their user profile

Note: An **Authorizing Official** may only create orders for those users who have designated them as their "**default AO**".

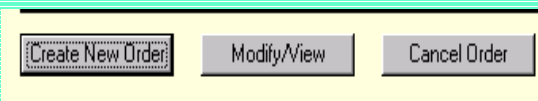
At the **TPAX Requests Requiring Action** screen, click on the **Orders** button at the lower right-hand corner of the screen.



At the following screen, the top will show "**Travelers Who Have Selected You as Their Default AO**".

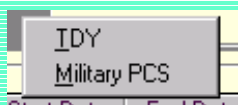


From this list, select the traveler for whom orders are to be created and click on **Create New Order**.



Note: The **AO** may also "Modify/View" or "Cancel Order" from here.

When selected, choose the **TDY** option from the menu.

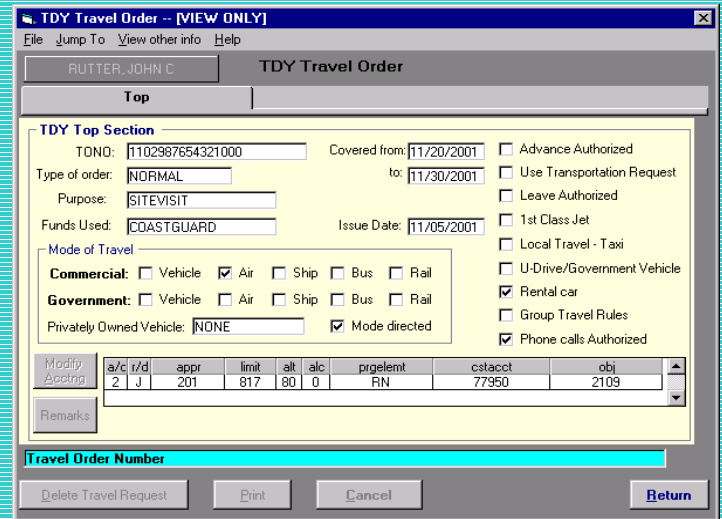


Creating a TDY Travel Authorization - Cont'd

When selected, the TDY Travel Order screen will appear. Enter the required information to complete the basic TDY order information (see **TPAX Quick Reference Guide** for guidance). Use the drop-down **HELP** menu option for further instructions.

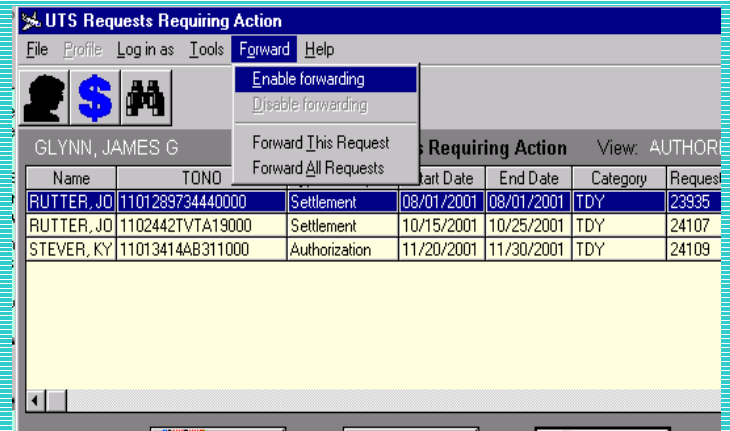
Note: **TDY Travel Order** screen has one (1) section. This is the basic order information. The traveler will complete the other two (2) section; **Itinerary**, and **Reimbursable Exp.** when received.

Note: For **BLANKET** orders, make sure the Covered To/From dates are for the whole period of the authorized TDY.



Forwarding TDY Travel Transactions -

An **AO** may forward a travel transaction to another **AO** or utilize the "auto-forwarding" option for forwarding all transactions received while out of the office.



From the "TPAX Requests Requiring Action" screen, click on **Forwarding** at the top of the screen. There will be three (3) options:

- **Enable Forwarding** – This is the "out-of-office" auto-forwarding option that sets UTS to forward all transactions sent to you to another **AO**. When selected, a screen will appear that requires entering of the effective period and selecting of the **AO** to whom transactions will be forwarded. Enter the information and click **Done** to enable auto-forwarding.
- **Forward This Request** – This option allows the **AO** to forward a selected transaction. When selected the screen will only prompt to choose the new **AO** for the transaction. Chose the new **AO** and click **Done** to forward the transaction.
- **Forward ALL Requests** – This option allows the **AO** to forward all transactions currently displayed. When selected the screen will only prompt to choose the new **AO** for the current transactions. Chose the new **AO** and click **Done** to forward the transactions.

Data Entry -

Entering Remarks -

When returning any travel transaction to the traveler, TPAX will require the **AO** to add **remarks** (i.e., explain why the orders, expense or amount of advance was modified). When "Return" is chosen from either menu (the UTS Request Requiring Action screen or the open transaction), the **Remarks Request** screen will automatically appear. **Enter** the remarks and when finished, **click** on **Return** button to **save**. The transaction will be returned to the traveler and the UTS Requests Requiring Action screen will reappear.

The **AO** may also add a **remark**, even though the transaction is being corrected and/or approved. A **Remarks** button will always appear on the input screen.

Click on **Remarks** button to access the **Remarks Request** screen.

Remarks

The screen will be a **Remarks** text box. **Enter** the remarks and when finished, **click** on **Return** button to **save**. The transaction will be approved/ready for transmission and the UTS Requests Requiring Action screen will reappear.

Note: Remarks are for the benefit of the **Traveler** and the **AO**.
Remarks are not transmitted to PPC for viewing.

Entering Accounting Data

To create a travel transaction, an accounting appropriation is necessary to determine funds availability and to charge the appropriate account. For all transactions, the **Modify Acctng** button will appear.

Modify
Acctng

Click on **Modify Acctng** and perform one of the following actions:

- **Enter Appropriations**
- **Select a RAN Code** (if applicable)
- **Enter Accounting Remarks**

Press **Enter**, or **Tab** to advance to the next field and continue on.

When finished with all required fields, **click** on **Validate Accounting**.

Current Request Accounting Lines									
	a/c	s/d	appr	limit	alt fund	alc	prgelem	costacct	obj
2	Q	001		153	30	0	PP	47400	2101
*									

Note: If the accounting string has been entered correctly and is invalid by TPAX, send email to PPCCustomerCare for research. Include the accounting string to be verified.

Accounting Maintenance –

This function allows the **AO** to enter or delete a unit assigned accounting string. This ensures that unit accounting strings are correct and validated in the UTS database prior to being used by the traveler. Use of this option by the **AO** will also eliminate many errors that result from travelers using incorrect and/or invalid accounting strings.

From the "UTS Requests Requiring Action" screen, click on the "Tools" option at the top of the screen. Choose "Accounting Maintenance" from the drop-down menu that appears.

The next screen will prompt for the unit OPFAC to which the accounting string is assigned. **Enter** the 7-digit OPFAC and click the "Select" button.

At the next screen, enter the accounting string. Be sure to enter the alpha-numeric characters in the correct/corresponding fields. (See Page 2-B-49 of 3-PM for further guidance.)

When completely entered, click the "Save Changes" button.

Click on "Main Menu" button to return to the "TPAX Requests Requiring Action" screen.